

Quest for the Best, Onboarding and Training: Executive Summary

The Onboarding and Training work group makes the following recommendations organized by the short, medium, and long-term durations requested. The overall goal of these recommendations is to provide consistent and welcoming onboarding to CPFM and the University of Oregon, and to encourage professional development for all CPFM employees.

Short Term (Immediate to 6 months):

- Schedule introduction of FASS Admin Coordinator, Karina Lake, to CPFM Leadership
 - Karina is an administrative coordinator and is relatively new to FASS-HR. She assists with onboarding once a recruitment is completed and communicates with supervisors about specific onboarding tasks.
- Designate departmental onboarding coordinators to assist supervisors.
 - Each department should designate an onboarding coordinator, if not already assigned.
- Appoint members to two ongoing CPFM committees: Onboarding and Training; designate Chair or Co-Chairs
 - To ensure implementation of recommendations herein, an ongoing committee should be established to complete tasks in collaboration with departments. We recommend the Onboarding committee include the departmental onboarding coordinators.
- Require review of professional development goals in annual evaluations
 - Supervisors should actively engage with employee's professional development goals by reviewing completed and upcoming training opportunities.
 - Professional development goals should be discussed with new hires during onboarding.

Medium Term (6 months to 18 months):

- Standardize CPFM onboarding checklists
 - Several onboarding steps need to occur in every department. To ensure consistency during CPFM onboarding, the Onboarding Committee should consolidate standard tasks in one CPFM onboarding checklist.
- Confirm specific onboarding tasks at the departmental level
 - Onboarding coordinators should work with their departmental leadership to develop (or confirm) department specific onboarding tasks.
 - Every departmental onboarding checklist should include a 90-day check-in with the supervisor to assess how things are going and review professional development goals.
 - Departmental onboarding checklists should be shared with Mike to confirm completion.
- Develop CPFM Welcome Packet which may include:
 - A letter from Mike introducing new employees to the division which connects the work of any divisional new hire to the CPFM mission and goals.
 - Departmental one-pagers providing an overview of leadership and scope of work within each CPFM pillar.
 - Org chart for VPFA, as well as CPFM departments.
 - An acronym dictionary for commonly used terms used within the division.
 - Maps of UO campus and CPFM compound.
- Develop departmental professional development 'menus'
 - Training committee should work with directors and supervisors to confirm essential training needs and the division and department levels.
 - Menus should include industry opportunities for each department.
- Supervisors identify position specific training and professional development opportunities.

Long Term (Longer than 18 months):

- Develop departmental professional development plans
 - For transparency, each director should share with staff the budget that is available for individual and group trainings.
 - Unless already developed, directors should create, and share, the process for employees to request training, and the criteria used for evaluation of approval.